

Scituate Town Library Board of Trustees' Meeting Notes

November 13, 2023

- Attendance - Trustees: Kevin Carleton, Chair, Sheila Kukstis, Elizabeth Holthouse, Carol Sullivan-Hanley, Chris Mirarchi. Jessi Finnie, Director. Joe McNally, SLF.
- Approval of minutes - deferred until next month
- Public Comments (5 minutes)- none
- Scituate Library Foundation Update
 - Three new members have joined the Foundation. Expertise around managing events are represented among the new members.
 - Finances are all up to date.
 - A request from the Finnegan Family that wedding guests (granddaughter of Evelyn Finnegan) donate to the Library Foundation- \$8500 to date.
 - Children's Room project has been approved for about \$35,000. This is Phase 1. The foundation will tap into the Finnegan family for this as well.
 - The Foundation continues to work with Thoreau's Way with the Goulding family (additional plantings, benches, etc.)
 - Preparation for the year end mailing is underway.
 - The Foundation has been approached by Maura Deedy for questions about how the Foundation operates as questions arise about Foundation and Trustee combination in another Town.
- Friends' of Scituate Library Update
 - The Friends had a successful craft sale at the recent craft fair at Scituate High School.
 - There has been some turnover for Friends' Board. Their donor drive is happening now.
- Correspondence -
 - Jessi received an email from a resident who is concerned about the presentation of the green space to the left of the front door. This problem will not go away and the Trustees will need to consider next steps and the funding mechanism for the change. A question was brought up as to the awareness of the problem by the Selectboard and Town Hall offices.
 - \$21,218.54 was received in State Aid.
 - Jessi handed out copies of the Annual Financial Report.

- Assistant Director Update- The Trustees and Jessi report on how much they will miss Brian as he moves to his new role as Hull Library Director. Brian reports he will help in any way to transition the new assistant director.
- Director's report
 - Building Update
 - Children's Play/SLF Project-see information above in the Foundation report. Jessi has worked with the company to ensure the lighthouse part is accurate. There is no timeline yet on the delivery, perhaps January or February.
 - Procurement contracts (Plumbing, Electric)- The Town is doing procurement contracts for certain services. This means that the library will now have to go through certain vendors for services for plumbing and electric.
 - Utilities- Last month the library received a large bill that seemed to be incorrect (twice the amount than the same month in the previous year). Jessi brought this to the Facilities Director and she will continue to monitor.
 - General Library News
 - Budget
 - 11/16, Advisory; 11/21, Selectboard; Jessi distributed a one page handout that she will be handing out at Advisory and Selectboard meetings. Jessi reviewed the budget that she is presenting. She would like the book budget to be fully funded.
 - Sensory Project with SPS- Jessi met with the SPS rep and they are doing along with this project.
 - Staff Training, SPD—10/18/23-This went really well. This was ran active shooter drill and the staff was able to not only get the training but had the opportunity to speak one on one with questions. The new fire chief did defibrillator and hands-only CPR training. Recreation Department as well as the social worker joined as well.
 - Intra-Department Meetings- meetings have been held and have worked well.
 - LIT Convo- The conversations have started and the first one went well. The next meeting will be hybrid so the Boston families can join.
 - OCLN- Jessi is heavily involved this year as president. The OCLN strategic planning is helping out Jessi in thinking through the library's strategic planning. There is also a small committee that is reviewing salaries among all the networks so fair wage consideration can be given.
 - Fall STM 10/16- Not much to report from the Town meeting.

- LOT Committee- The committee met recently. They will be looking at items to be purchased for the spring.
 - Thoreau's Waye/SHS "The Scituation" (SHS newspaper) will be doing a story
 - 11/6, Dept. Head Mtg.- This is a fairly rare event. This was held to discuss upcoming budgets, challenges and new positions that have been requested.
 - 11/6, MOA Meeting- this was cancelled.
 - The Library Displays Policy will be on next month's agenda.
 - Reminder, Library closed 11/23 & 24
- Incident Reports
 - 9/14- The swing outside was broken when in use by a couple of patrons.
 - 9/18- A car pulled up to the front door (this is the 3rd time this has happened)
 - 9/21- An upset patron was slightly disruptive when asked to pay for extra printing
 - 10/17- Minor patron injury (child fell during the yoga class and bumped their head).
 - 10/25- A light fell in the conference suite.
 - 10/26- Outdoor light fixture fell over and the lens broke.
 - 10/12-Patron injury- child hit their head while running into a shelving unit.
 - Next meeting date: December 11, 2023, 6:30 p.m. (HYBRID)
 - Adjourn- Motion made by Carol Sullivan-Hanley and seconded by Chris Mirarchi